

610 Introduction

610.01 General

The Contract Provisions consist of the following:

1. Notice to Planholders (Project Engineer's name, address and phone number)
2. Table of Contents
3. Amendments (revisions to the Standard Specifications)
4. Special Provisions (combination of the general special provisions [GSP's] and project specific provisions)
5. Boring Logs (on bridge or structure project -- provided by bridge and structures office)
6. Federal Aid Provisions (on federal aid projects)
7. Prevailing Minimum Hourly Wage Rates (state, federal, or both, depending on project funding)
8. Proposal (informational copy)
 - a. Subcontractor List
 - b. Signature Page
 - c. Declaration of Non-Collusion
 - d. Certification For Federal Aid Contractors
9. Appendices to the Special Provisions.
10. Forest Service Provisions (if applicable)
11. Railroad Insurance forms (if applicable)
12. Other Documents

This section will discuss the amendments, the general special provisions (GSP's), and the project specific provisions.

The amendment and special provisions sections of the Contract Provisions are created in the WSDOT Contract Provisions computer system. Each amendment and GSP is given a unique code number, that ties it back to the section of the Standard Specifications being supplemented or revised by the document. Project specific provisions are assigned a unique name or code number by the writer of the document

The designer makes a list, the run-list, of the applicable code numbers and document names, and the computer system will compile the actual documents in the order requested on the run-list.

The Special Provision computer program allows the designer to access the amendments and GSPs through the region's LAN system. This program enables the designer to read the documents and to compile the run-list on their computer at their desk. The designer can then write the project specific information and insert them in the run-list and compile the completed Contract Provisions.

For WSDOT offices not connected to the LAN, and for consultants and local agencies, the amendments and GSP's are available on the Internet. The information is accessible from the WSDOT

(<http://www.wsdot.wa.gov/eesc/design/projectdev/>) home page under the Project Development Branch of the Design Office of the Environmental and Engineering Service Center.

The Internet information is updated on the same schedule as the WSDOT system, so the information is always current. Once the information is downloaded to a personal computer with Windows 2000 or later, and Word 2000, the WSDOT Special Provisions

computer program can be used to compile a complete set of Contract Provisions.

The instructions for use of the WSDOT Contract Provision Computer Program are in [Appendix A2](#).

Assistance with the special provisions computer program, and the amendment and GSP information on the internet, is available through the OSC Project Development Branch (360-705-7467).

620 Amendments

620.01 General

The amendments are revisions to the Standard Specifications, distributed by the OSC Project Development Branch, that occur between printings of the Standard Specifications.

It is important that all designers get the opportunity to see the amendments when they are distributed, so they are aware of changes in requirements, materials, and how work is being measured and paid. Too often, the most recent amendments are included in a project, and they conflict with information in the special provisions, the plans, or both, because the designer did not stay current with the changes. These conflicts can, and do, cost money.

The index to the amendments contains the code number, the section heading, and, under each section heading, the "date of last revision".

The amendments are stored in the computer using the code numbers, and these code numbers are shown in the table of contents to the left of the section heading. The code number identifies the section of the Standard Specifications being amended (10.AP1 indicates that Section 1-10 is the section being amended). The computer program will automatically add the appropriate code numbers to the run-list based on the options chosen by the designer.

A good habit for designers to get into is to develop a system for marking their Standard

Specification Book to indicate the areas of the book that have been revised by amendment. This makes it easy, when they're writing special provisions, to know if the information in the book is the latest or if it's been revised by an amendment.

630 Special Provisions

630.01 General

The special provisions consist of the general special provisions (GSPs) and the project specific provisions. Because the GSPs and the project specific provisions are to be combined and intermixed when compiling the special provisions, this section will discuss both.

630.02 GSPs

The GSPs are provisions that have been written to cover legal and construction requirements that may occur on a project. They supplement or revise the Standard Specifications and are written to provide state-wide standardization for the work covered.

Like the amendments, there is a code number and a "date of last revision" associated with each GSP, and a brief description of the type of project that would require the GSP.

The code numbers are related directly to the sections in the Standard Specifications (010304B1.GR8 would be a GSP that either revises or supplements Section 8-01.3(4)B; the number 1 following the section reference is a delineator that identifies which GSP is used from those available within this section -- in this example, the 1 indicates the first one listed was used).

A GSP is to be used, as is, if it is applicable to the project being developed.

If the GSP does not apply specifically to the project, the designer will have to turn the GSP into a project specific provision by replacing the date with six asterisk inside the parenthesis, and rewriting it to make it apply to the specific project. If it is a "fill-in" GSP that is being

revised, the *** on each side of fill-in information are also to be removed. *It is important to remember that if a single word in a GSP is revised, the date must be replaced, and the document must be renamed and handled as a project specific provision.* This is important because we have promised the contractors that if the date has not changed the GSP reads exactly the same as it has since the “date of last revision”.

630.03 Project Specific Provisions

The project specific provisions are written by the designer to supplement or revise information in the Standard Specifications and amendments to make them fit the project being developed. Project specific provisions are not to duplicate information contained in the Standard Specifications, amendments, GSPs, or plans.

Approval of project specific specifications that alter Standard Specifications for Road, Bridge, and Municipal Construction (WSDOT Spec book) is required prior to inclusion in your contract. All project specific specifications are to be sent, along with justification, to the State Construction Engineer for concurrence and approval.

Project specific provisions should be thought of as “project specific amendments”. In order to know what information needs to be added, to supplement the information in the Standard Specifications, or what information in the Standard Specifications needs to be revised to be applicable to the project, the designer has to be familiar with the information in the Standard Specifications. No one is expected to memorize the Standard Specifications, but the designer is expected to read applicable information in the Standard Specifications and amendments before they sit down and start writing. The field inspector will be using the Standard Specifications to construct the project, so it is reasonable that the designer use the Standard Specifications as a design tool and the basis for every project specific provision they write.

Project specific provisions will be preceded by six asterisks in parentheses (*****). The

asterisks are to be placed after Standard Specification headings and ahead of the project specific information that either supplements or revises the Standard Specification, as follows:

ROADWAY EXCAVATION AND EMBANKMENT (Spec. book heading)

Construction Requirements (Spec. book section)

Roadway Ditches (Spec. book subsection)

Section 2-03.3(9) is supplemented with the following:

(*****)

Project specific information goes here.

If the designer has written a new, project specific subsection, the asterisks would go after the Standard Specification section heading and ahead of the new subsection heading, as follows:

ROADWAY EXCAVATION AND EMBANKMENT (Spec. book heading)

Construction Requirements (Spec book section)

Roadway Ditches (Spec book subsection)

Section 2-03.3(9) is supplemented with the following:

(*****)

Rock Fallout Ditches (new, project specific subsection)
Project specific information goes here.

[Appendix A2](#) has instructions for using the special provision computer program.

640 Format

640.01 General

The Special Provisions will follow the format found in the Standard Specifications. Most of the information will appear under the same main headings as the section headings in the Standard Specifications. There will be occasions when the work being performed does not fall under one of the sections in the Standard Specifications, and the designer will have to write a complete new specification, but the format will remain the same, and the designer will simply be responsible for providing all of the information.

Sections 2 through 8 in the Standard Specifications each have the following five sections, and so will every special provision:

- Description
- Materials
- Construction Requirements
- Measurement
- Payment

Because the Standard Specifications are the beginning point for every GSP and project specific provision, before writing anything, the designer needs to first explore the Standard Specifications and see which sections of the Standard Specifications need to be supplemented or revised to get the desired work performed.

If the information is adequately covered in the Standard Specifications, then there is nothing to write. The most difficult part of writing good special provisions is providing the proper amount of information, not too much, not too little, to get the desired results.

640.02 Description

The description is to be a brief statement of what the work is, written in the following format:

This work shall consist of removing and disposing of concrete inlets.

If the work is “furnishing and installing modified catch basins”, a description would not

be required, since the description in Section 7-05 of the Standard Specifications covers the construction of all kinds of manholes, inlets, and catch basins. The writer could move on to the materials section, and explain any differences in the materials for the modified catch basin.

If a description is required, it will not contain detailed information, such as station limits of the work or quantities.

The description will not contain phrases like “as detailed in the Plans”, “as shown in the Plans”, or “as directed by the Engineer”.

If there is a detail in the plans, save this information for the construction requirements section.

It is the designer's responsibility to show the location of every item of work in the plans. It is not necessary to keep saying this in Special Provisions.

The Engineer does not direct the work on the project!! They administer the project. The only work that is “directed” by the Engineer is force account work and work that is done off the project; e.g. (The Contractor shall deliver the salvaged material to the maintenance site and stack it as directed by the Engineer).

640.03 Materials

The materials section will normally reference the appropriate section of the Standard Specifications, or the appropriate section of a nationally recognized material specification, such as AASHTO, ASTM, etc.

All material information is to be in the materials section of the Special Provisions. If a detail in the plans has material information on it, it is not necessary to repeat the information in the Special Provisions, but there will have to be a reference in the Special Provisions to let the reader know where to find the information. A statement, such as “Material requirements for (whatever it is) are on the detail in the Plans”, is all that is required to get the reader to the information. Do not indicate a specific plan

sheet number, but rather reference a series of plans (drainage plans, drainage details), using the same wording as shown on the index sheet, so the information can be easily found.

The Standard Specifications define the requirements for materials used in road and bridge construction. There may be occasions when the Regions have the need to change these requirements by Special Provision. The Regions are to notify the Construction Materials Engineer at the Olympia Service Center Materials Laboratory and request concurrence to the specification change prior to including the Special Provision in the contract documents.

The Regions may, in some situations, have a necessity to reduce the testing frequency of certain materials. This can be accomplished by one of the two following methods:

1. Before construction - Notify the Construction Materials Engineer at the Olympia Service Center Materials Laboratory, and request concurrence of the frequency change prior to reducing the testing frequency.
2. During construction - In accordance with section 9-5.2B of the Construction Manual, Reducing Frequency of Testing.

The Regions have indicated the need, in some situations, to change the testing requirements of a material such as testing aggregate by visual inspection. The Regions are to notify the Construction Materials Engineer at the Olympia Service Center Materials Laboratory to request concurrence with any change in testing requirements prior to revising the test procedures.

640.04 Construction Requirements

Construction requirements are to be shown in the order in which the work is to be performed. Lists are a great way to write construction requirements, because most people, when they write a list, put items in the proper order.

If there is a detail in the plans, this is where a note would tell the contractor to “construct the (whatever it is) as detailed in the Plans”.

It is the designer’s responsibility to tell the contractor “what needs to be done”, not “how to do it”.

640.05 Measurement

The measurement statement will be written to describe how the work or material, not the item name, will be measured (measure the removal of drainage structures, not “Removing Drainage Structure”, or measure culvert pipe, not “Schedule A Culv. Pipe 12 In. Diam.”)

It is important to read the measurement statement in the Standard Specifications, because many times it will apply to items that would seem to be project specific.

For example, if the project has the item "Special Culv. Pipe 12 In. Diam.", a measurement statement would not be required, because the measurement statement in the Standard Specifications reads as follows:

The length of culvert pipe or pipe arch will be the number of feet of completed installation measured along the invert.

The measurement statement above is written so that it works with all culvert pipe; even if it’s “special”, it’s still culvert pipe.

The measurement statement, to be complete, needs to include not only the unit of measure, but information as to when and where the measurement will be made; e.g. (The length of culvert pipe will be the number of feet of completed installation measured along the invert of the pipe).

640.06 Payment

The payment statement will be the “Exact Item Name” inside of quotation marks, followed by the unit of measure as follows:

“Adjust Catch Basin”, per each.

Normally, this is all that would be required for the payment statement, unless the cost of work associated with the item is included in the cost of the item as follows:

“Removing Manhole”, per each.
The unit contract price per each for
“Removing Manhole” shall include all
costs for sawcutting existing pavement
associated with the removal.

There should be no surprises in the payment statement. If sawcutting is required and is to be included in the cost of the catch basin removal, it has to have been discussed in some other section of the special provision. It will not just show up in the payment statement as being required, and included in the cost of the item.

640.07 Text

Special Provisions shall adhere to several general guidelines:

1. The writing must be clear, concise, and complete.
2. Nonstandard usage of words or numerous cross-references to other specifications shall be avoided.
3. Although cross-referencing is sometimes necessary, the provision shall be capable of standing alone as an explanatory document.
4. Punctuation goes outside quotation marks used with a bid item.
5. The following words shall be capitalized within the text:
Contractor, Engineer, Plans, Section (referring to a specific section of the *Standard Specifications*), Special Provisions, *Standard Specifications*, Standard Plans, State, and Contracting Agency.
6. Use "all costs" or "all expenses," but not both.

7. Use "as shown in the Plans" rather than "as shown on the Plans." When referring to measurement, use numeric values. When referring to a number of things use alpha notation, e.g., install two culverts each 12 inches in diameter.
8. Avoid repetition of information available from other parts of the contract document, including the *Standard Specifications*.
9. Avoid abbreviations except for those included within a bid item name.
10. The word "shall" is used to denote work to be done by the Contractor.
11. The word "will" is to denote something the State is to do.
12. "Incidental to and included in" is not to be used as a combination. "Incidental to" refers to a general type of work, such as earthwork or paving, whereas "included in" links payment to a specific item of work.
13. "As designated by the Engineer..." or "...as staked by the Engineer..." is applicable within the project limits. "As directed by the Engineer..." should be avoided.
14. If enough information is available to describe a standard of work, the description is preferable. Avoid using "... to the satisfaction of the Engineer."
15. Avoid "...and/or..." where possible. For example, "...steel, wood, or both..." is preferable to "...steel and/or wood..."
16. Avoid "...as per..." as a substitute for "...in accordance with..."